

Position Description – Liturgist and Schola Director

GENERAL SUMMARY: The person in this position will coordinate, prepare, plan and execute Eucharistic Liturgies, other sacramental services, and prayer services for the St. Rose community. This person will coordinate, plan, and conduct rehearsals as needed with choir members and cantors. Requests may be made for assistance for other FSPA functions, the Franciscan Spirituality Center and Viterbo University.

CLASSIFICATION: Exempt

ESSENTIAL FUNCTIONS

- Execute and support policies established for the liturgy and ritual at St. Rose Convent:
 - Abide by liturgical standards established by the Church;
 - Provide opportunities for private and communal Reconciliation and for individual and communal celebration of the Sacrament of the Anointing of the Sick;
 - Adhere to copyright regulations and obtain annual reprinting licenses from OneLicense Publishing Company and obtain other permissions when necessary.
- Select appropriate music for liturgical services and provide accompanists for services.
- Coordinate the scheduling of persons involved in liturgical ministries: presiders, lectors, petitioners, gift bearers, Eucharistic Ministers, acolytes, liturgical assistants, crucifers, and musicians, etc.
- Recruit persons for various liturgical roles, and provide motivation and guidance for new and current ministers.
- Maintain and update job descriptions for all ministries.
- Coordinate the scheduling of stipends for Eucharistic celebrations and monthly payment of presiders.
- Occasionally prepares General Intercessions at Eucharistic Liturgy celebrations.
- Maintain community and affiliate necrology for the liturgy office and “Book of Life” in the computer system.
- Direct the community worship program, including the planning of liturgical seasons, liturgical calendar and special services in collaboration with the St. Rose Liturgy Committee.
- Organize and chair the St. Rose Liturgy Committee.
- Serve as resource person for liturgical art and environment to the sacristan in planning and providing a well-coordinated liturgical atmosphere.
- Prepare and execute individualized funeral services for all deceased Sisters, including green, traditional and cremation.
- Serve as a resource person for FSPA community liturgical celebrations.
- Seek out and provide opportunities for liturgical education for the regular celebrating community at St. Rose.
- Supervise the Sacristan and Liturgy Office Assistant.
- Prepare and monitor annual budget in consultation with the Community Coordinator.
- Maintain and oversee the use of musical instruments at St. Rose, including the pipe organ and six pianos.
- Maintain a liturgy library which provides current resources.
- Conduct schola and cantor rehearsals and arrange special rehearsal times, in advance. Prepare the schedules. Schedule and be present for warm-up sessions. Prepare a seating chart for Schola members when singing in the Chapel Balcony. Notify and arrange practices for added instrumentalists, especially for Christmas and Jubilees. Arrange for their reimbursement.

Position Description – Liturgist and Schola Director

- Maintain accurate listing of choir members and the voices that they sing. Recruit new members from FSPA affiliates, prayer partners and sponsored institutions, as needed. Keep choir folders current as members come and go.
- Prepare Order of Worship, for each occasion, for the Schola to follow – listing music, in order, that will be used for each occasion.
- Utilize designated computer program (currently Finale) to lower keys and make arrangements.
- Select music for rehearsals in advance and have available for review. Re-file music when no longer needed.
- Select and purchase new choral music as needed and within the current yearly budget.
- Performs other duties that may be assigned and necessary in the interest of the St. Rose complex.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to plan, organize, delegate and direct as a leader in preparing for liturgical functions.
- Ability to play the organ/piano for liturgies.
- Ability and willingness to transpose or rearrange music that is no longer vocally possible for the Schola to sing in the key that it was written.
- Ability to communicate and work well with others.
- Must be flexible to meet the needs of the position; to include but not limited to weekends, holidays and community events.
- Understand and appreciate the history and charism of the Franciscan Sisters of Perpetual Adoration, and be willing to carry out their vision and philosophy.
- Knowledge of Franciscan and Liturgical Feasts and willingness to plan music in advance.

Education and/or Experience

- Knowledge of music at a level normally acquired through the completion of a Bachelor's degree in Music and/or a liturgy background obtained through advanced education or work experience.
- A thorough understanding of liturgy to perform basic liturgical coordination responsibilities.
- Current knowledge of liturgy, theology and scripture.
- Knowledge of sources of music publications and electronic music reprints, composers and authors.
- Knowledge of basic vocal/choral techniques, especially for older women's voices.
- Knowledge of choral conducting.
- Willing to learn and use FSPA traditional music literature and sacred choral literature, including some contemporary music resources.
- Working knowledge of all aspects of Microsoft Office; willingness to learn new software programs.

Language Skills

- Ability to communicate effectively both in speaking and in writing.
- Ability to communicate with choir members and accompanists, orally in a voice loud enough to be heard and through written announcements and emails.
- Ability to read and interpret information.
- Ability to respond effectively to sensitive inquiries or complaints.

Position Description – Liturgist and Schola Director

Mathematical Skills

- Ability to calculate figures and amounts.
- Ability to understand and develop a budget.

Reasoning Ability

- Ability to apply principles of logical thinking to a wide range of practical problems.
- Ability to interpret a variety of instructions.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to approach people in a manner which creates harmony and promotes cooperation.

WORKING CONDITIONS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, talk and hear. The employee is regularly required to use arms for Schola members to clearly see and follow. The employee is frequently required to sit and reach with hands and arms. The employee is regularly required to walk up steps, stand and balance when directing in the balcony loft of the Chapel. The employee is occasionally required to stoop, kneel or crouch; and occasionally lift and/or move up to 25 pounds. Specific correctable vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be willing to work a non-standard work week.
The noise level is usually moderate with many interruptions.

ACCOUNTABILITY

The person in this position reports to the Community Coordinator.

PREREQUISITE: Physical exam, Tuberculosis screening test, Drug screen, Criminal background check

DISCLAIMER CLAUSE

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required.

RECEIVED BY: _____ Date _____